

Chapter 5: Recovery Kit

A. Statement of Purpose

Most institutions are plagued by minor disasters: a pipe that leaks or a drain that has backed up. When this happens usually less than fifty books are damaged. It is a good idea to have a small store of recovery supplies available to handle these situations. A quick response will limit the amount of damage that is caused. The supplies should be stored in an easily accessible area. The kit should contain the most frequently used supplies, e.g. paper towels (see Suggested Inventory, p. 5B). The kit should be inventoried on a regular basis (see Inventory Control Sheet, p. 5C). As an extra precaution, the container should be sealed so that the contents aren't taken. While this kit will not contain all the supplies that will ever be needed, it will give the staff the ability to respond to a problem the moment it is discovered.

There are several advantages to storing the kit in a plastic garbage can. It is easily portable and will protect the supplies in the event of water. If the problem is a leak, the emptied garbage can be positioned under the leak to collect the water. The garbage can will facilitate the clean-up of the area, as the debris can be collected in the container and removed from the recovery area.